

How to Use the Recruiting Website



External Uniform Applicant

User Guide

How to Use the Recruiting Website

Overview

Introduction This document contains the procedures on how to use the Recruiting website as an external Uniform applicant.

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Registering as a New External Uniform Applicant

Purpose The purpose of this section is to provide the steps to successfully register as a new external Uniform applicant.

IMPORTANT You will not be able to register as a new applicant when there are no job openings or assessment dates posted.

Navigation On the **Police Officer / Uniform** home page, click the **Apply Now** link at the bottom of the left blue menu. The **Uniform Officer Online Application** page will open in a new window.

Quick reference procedure Follow these steps to register as a new external Uniform applicant.

Step	Action												
1	Click the click here to Register link.												
2	Enter your registration information in the following fields: <ul style="list-style-type: none">• User Name• Password• Confirm Password												
3	Click on the Register button to complete your registration.												
4	Use the following table to determine your next step: <table><tr><th>If you want to ...</th><th>Then ...</th></tr><tr><td>view a job posting ...</td><td>proceed to the Viewing the Posting Details procedure.</td></tr><tr><td>apply to a job posting ...</td><td>proceed to the Completing and Submitting Your Application procedure.</td></tr><tr><td>update your profile information...</td><td>proceed to the Updating the My Profile Page procedure.</td></tr><tr><td>logout of your profile ...</td><td>click the Logout link at the top right corner of the page.</td></tr><tr><td>log back in to your profile ...</td><td>proceed to the Logging in as Returning External Uniform Applicant procedure.</td></tr></table>	If you want to ...	Then ...	view a job posting ...	proceed to the Viewing the Posting Details procedure.	apply to a job posting ...	proceed to the Completing and Submitting Your Application procedure.	update your profile information...	proceed to the Updating the My Profile Page procedure.	logout of your profile ...	click the Logout link at the top right corner of the page.	log back in to your profile ...	proceed to the Logging in as Returning External Uniform Applicant procedure.
If you want to ...	Then ...												
view a job posting ...	proceed to the Viewing the Posting Details procedure.												
apply to a job posting ...	proceed to the Completing and Submitting Your Application procedure.												
update your profile information...	proceed to the Updating the My Profile Page procedure.												
logout of your profile ...	click the Logout link at the top right corner of the page.												
log back in to your profile ...	proceed to the Logging in as Returning External Uniform Applicant procedure.												

Detailed procedure The following pages provide the detailed procedure for registering as a new external Uniform applicant.

Continued on next page

Registering as a New External Uniform Applicant, Continued

Step 1 Click on the [click here to Register](#) link.

Uniform Officer Online Application



Are you looking for a rewarding and challenging career serving your community?

We are now hiring for Police Constable and Cadet positions. Please use the links below to review the job postings and apply to either a Police Constable or Cadet position.

Enter your user name and password to login. If you have not yet registered [click here to Register](#).

Upcoming Assessment Dates

The following assessment dates are now available to applicants.

- 1 September 1, 2012
- 2 October 1, 2012
- 3 November 1, 2012
- 4 December 1, 2012
- 5 January 1, 2013

Login

User Name:

Password:

[Login](#) [Login Help](#) [Register Now](#)

Please select ONE of the following postings and apply

	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/01/2012	Cadet, 2nd Class	300736	Training Bureau
<input type="checkbox"/>	08/01/2012	Recruit Constable	300737	Training Bureau
<input type="checkbox"/>	08/01/2012	Recruit Constable	300738	Training Bureau

[Select All](#) [Deselect All](#) [Save Jobs](#) [Apply Now](#)

Continued on next page

Registering as a New External Uniform Applicant, Continued

Step 2

Enter your registration information in the following fields:

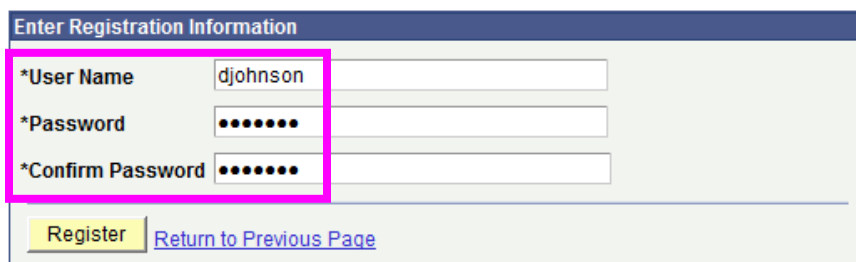
- User Name
- Password
- Confirm Password

Identification

When you apply for the first time, you will need to provide a user name and password so that you can sign in at a future date as a returning applicant to view the status of your application.

Please enter your user name and your password, then confirm your password and click "Register". If you have already registered, please click the "Return to Previous Page" link.

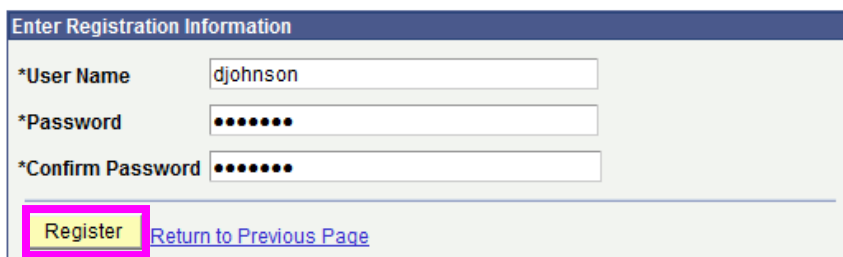
Note: If you are a former employee applying for a Police Constable or Police Cadet position, please contact the Uniform Recruiting Bureau directly and do not continue with the application process at this time.



NOTE: record your **User Name** and **Password** in a location where you can easily reference it, should you require logging into this web site at a future date.

Step 3

Click the **Register** button to complete your registration.



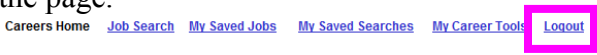
Result: the **Careers Home Welcome** page is displayed.

Continued on next page

Registering as a New External Uniform Applicant, Continued

Step 4

Use the following table to determine your next step:

If you want to ...	Then ...
view a job posting ...	proceed to the Viewing the Posting Details procedure.
apply to a job posting ...	proceed to the Completing and Submitting Your Application procedure.
update your profile information...	proceed to the Updating the My Profile Page procedure.
logout of your profile ...	click the Logout link at the top right corner of the page.  <small>Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools Logout</small> <small>Careers Home</small> <small>Welcome Desmond</small> <small>Use the links below to review and/or update information that you provided as part of the application process.</small>
log back in to your profile ...	proceed to the Logging in as Returning External Uniform Applicant procedure.

End of procedure.

Viewing the Posting Details

Purpose The purpose of this section is to provide the steps to successfully view the posting details of an external Uniform job opening.

Before you begin If you are currently logged out of the application, follow the procedure on **Logging in as a Returning External Uniform Applicant**.

Navigation **Careers Home Welcome**

Quick reference procedure Follow these steps to view the posting details of an External Uniform job opening.

Step	Action												
1	In the Please select ONE of the following postings and apply section, click the Posting Title link for the job posting you want to view. Result: the External Job Vacancy page appears with the job posting details.												
2	Use the scroll bar to the right of your screen to scroll up and down and review the job posting details.												
3	Use the following table to determine your next step. <table><tr><th>If you want to ...</th><th>Then ...</th></tr><tr><td>apply to the job opening ...</td><td>proceed to the Completing and Submitting Your Application procedure.</td></tr><tr><td>close the job opening details page ...</td><td>Click the Return to Previous Page link. Result: the Careers Home Welcome page is displayed.</td></tr><tr><td>update or change your profile information...</td><td>proceed to the Updating the My Profile Page procedure.</td></tr><tr><td>logout of your profile ...</td><td>click the Logout link at the top right corner of the page.</td></tr><tr><td>log back in to your profile ...</td><td>proceed to the Logging in as Returning External Uniform Applicant procedure.</td></tr></table>	If you want to ...	Then ...	apply to the job opening ...	proceed to the Completing and Submitting Your Application procedure.	close the job opening details page ...	Click the Return to Previous Page link. Result: the Careers Home Welcome page is displayed.	update or change your profile information...	proceed to the Updating the My Profile Page procedure.	logout of your profile ...	click the Logout link at the top right corner of the page.	log back in to your profile ...	proceed to the Logging in as Returning External Uniform Applicant procedure.
If you want to ...	Then ...												
apply to the job opening ...	proceed to the Completing and Submitting Your Application procedure.												
close the job opening details page ...	Click the Return to Previous Page link. Result: the Careers Home Welcome page is displayed.												
update or change your profile information...	proceed to the Updating the My Profile Page procedure.												
logout of your profile ...	click the Logout link at the top right corner of the page.												
log back in to your profile ...	proceed to the Logging in as Returning External Uniform Applicant procedure.												

Detailed procedure The following pages provide the detailed procedure for viewing the posting details of an external Uniform job opening.

Continued on next page

Viewing the Posting Details, Continued

Step 1

In the **Please select ONE of the following postings and apply** section, click the [Posting Title](#) link for the job posting you want to view.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

[Careers Home](#)

Welcome

Use the links below to review and/or update information that you provided as part of the application process.

Upcoming Assessment Dates

The following assessment dates are now available to applicants.

1 September 1, 2012
2 October 1, 2012
3 November 1, 2012
4 December 1, 2012
5 January 1, 2013

My Career Tools

[0 Applications](#)
[My Assessment Date](#)
[My Profile](#)

Please select ONE of the following postings and apply

	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/01/2012	Cadet, 2nd Class	300736	Training Bureau
<input type="checkbox"/>	08/01/2012	Recruit Constable	300737	Training Bureau
<input type="checkbox"/>	08/01/2012	Recruit Constable	300738	Training Bureau

Result: the **External Job Vacancy** page appears with the job posting details.

Step 2

Use the scroll bar to the right of your screen to scroll up and down and review the job posting details.

[Save Job](#) [Apply Now](#) [Return to Previous Page](#)



External Job Vacancy

Posting Title:	Recruit Constable	Department:	Hires and Flexible Staffing
Status:	Regular, Full-Time	Salary Range:	\$ 51,593.00 - \$ 85,988.00
Grade:	U1	Open Positions:	N/A
Job ID:	300737	Additional Info:	None
Open Date:	2012-08-01	Close Date:	2012-12-31

Position Summary:

Police Constable

Successful candidates for the position of Police Constable, will be hired as Recruit Constables. This is the entry level position for all police officers in Peel Regional Police. Experience and training gained as a patrol officer lays the foundation for every other police position or rank in the organization.

Those with previous police experience will be considered on an individual basis.

Responsibilities:

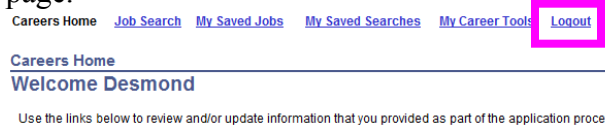
Interact formally and informally with the community to provide information, advice and education which

Continued on next page

Viewing the Posting Details, Continued

Step 3

Use the following table to determine your next step.

If you want to ...	then ...
apply to the job opening ...	proceed to the Completing and Submitting Your Application procedure.
close the job opening details page ...	<p>Click the Return to Previous Page link.</p>  <p>The screenshot shows a job posting interface for the Peel Regional Police. At the top, there are buttons for 'Save Job' and 'Apply Now'. To the right of these buttons is a link labeled 'Return to Previous Page', which is highlighted with a red rectangle. Below the buttons is the Peel Regional Police logo and the title 'External Job Vacancy'. Further down, there is a section titled 'Result: the Careers Home Welcome page is displayed.'</p>
update or change your profile information...	proceed to the Updating the My Profile Page procedure.
logout of your profile ...	<p>click the Logout link at the top right corner of the page.</p>  <p>The screenshot shows the user's profile page. At the top, there is a navigation bar with links for 'Careers Home', 'Job Search', 'My Saved Jobs', 'My Saved Searches', 'My Career Tools', and 'Logout'. The 'Logout' link is highlighted with a red rectangle. Below the navigation bar, the text 'Careers Home' and 'Welcome Desmond' is displayed. At the bottom, there is a note: 'Use the links below to review and/or update information that you provided as part of the application process.'</p>
log back in to your profile ...	proceed to the Logging in as Returning External Uniform Applicant procedure.

End of procedure.

Completing and Submitting Your Application

Purpose The purpose of this section is to provide the steps to successfully complete and submit your online application to an external Uniform job opening.

Before you begin If you are currently logged out of the application, follow the procedure on **Logging in as a Returning External Uniform Applicant**.

Navigation **Careers Home Welcome**

Quick reference procedure Follow these steps to complete and submit your online application to an external Uniform job opening.

Step	Action
1	Go to the Please select ONE of the following postings and apply section.
2	Select the checkbox for the posting for which you want to apply. Result: the Apply Now button will become active.
3	Click the Apply Now button. NOTE: if you applied to this Job ID in the past, you will receive a warning message stating “ <i>You have already applied to job number xxxxxx. Would you like to apply again?</i> ”. Click the OK button to continue past this warning message. Result: the My Profile page is displayed.

Continued on next page

Completing and Submitting Your Application, Continued

Quick reference
procedure
(continued)

Step	Action
<i>How to Complete the My Profile page</i>	
4	<p>On the My Profile page, use the scroll bar to the right of your screen to scroll down and complete the following fields:</p> <ul style="list-style-type: none"> • First Name • Last Name • Country • Address1 (Unit number and Street) • City • Province • Postal • Prime Email Type • Email Address • Prime Phone Type • Phone Number • SIN Identifier <p>NOTE: there is an <i>asterisk</i> beside each mandatory field. You are only required to enter this information once. The next time you apply online this information will be included in your application. You will only need to make changes in the future if necessary.</p>
5	<p>Click the Save button.</p> <p>Result: the Application Questionnaire page displays.</p>
<i>How to Complete the Application Questionnaire page</i>	
6	Answer all the questions in the Application Questionnaire by selecting the radio button beside the applicable answer.
7	<p>Once all the questions have been answered, click the Next link.</p> <p>Result: the Complete Application - My Resume page is displayed.</p>
<i>How to Complete the My Resume page</i>	
8	Use the scroll bar to the right of your screen to scroll down the My Resume page and complete the applicable sections in the steps that follow.
<i>How to Complete the My Education section</i>	
9	In the My Education section, select your <i>Highest Education Level</i> using the drop-down arrow .

Continued on next page

Completing and Submitting Your Application, Continued

Quick reference procedure (continued)

Step	Action						
10	Click the Add Post-Secondary Education History link to provide university or college information. Result: the Add New Application - Add Post-Secondary Education page displays.						
11	In the Enter Post-Secondary Education Details section, select the <i>Country</i> and <i>Province</i> where you obtained your Post-Secondary education using the drop-down arrows . Enter your <i>education details</i> by completing the Institution and Major fields. Select the <i>Education Level</i> obtained using the drop-down arrow . NOTE: there is an <i>asterisk</i> beside each mandatory field.						
12	Use the following table to determine your next step: <table border="1"> <tr> <th>If you ...</th><th>Then ...</th></tr> <tr> <td>want to add more education details ...</td><td>1. click the Save & Add More button. 2. repeat Step 11. 3. proceed to Step 13.</td></tr> <tr> <td>are finished entering education details ...</td><td>1. proceed to Step 13.</td></tr> </table>	If you ...	Then ...	want to add more education details ...	1. click the Save & Add More button. 2. repeat Step 11. 3. proceed to Step 13.	are finished entering education details ...	1. proceed to Step 13.
If you ...	Then ...						
want to add more education details ...	1. click the Save & Add More button. 2. repeat Step 11. 3. proceed to Step 13.						
are finished entering education details ...	1. proceed to Step 13.						
13	Click the Save & Return button. Result: you are returned to the My Resume page with your education details defaulted into the My Education section. NOTE: you are only required to enter your education details once. The next time you apply online this information will be included in your application. You will only need to make changes in the future if necessary.						
How to Complete the My Assessment Date Selection section							
14	In the Upcoming Assessment Dates section, select the checkbox beside the <i>Assessment Date</i> you would like to attend.						
15	To obtain the address and driving directions for your assessment date, click the arrow in the Need Address/Driving Directions section. Result: this section will expand to provide you with the address and driving directions.						

Continued on next page

Completing and Submitting Your Application, Continued

Quick reference
procedure
(continued)

Step	Action						
<i>How to Complete the My Referrals section</i>							
16	Use the following table to determine your next step: <table> <tr> <th>If you ...</th><th>Then ...</th></tr> <tr> <td>were referred to this job opening by a Peel Regional Police employee ...</td><td> <ol style="list-style-type: none"> in the My Referrals section, select <i>Employee</i> in the How did you find out about the job field and enter <i>his/her name</i> in the Referral Name field. proceed to Step 17. </td></tr> <tr> <td>found this job opening via any other source ...</td><td> <ol style="list-style-type: none"> in the My Referrals section, use the drop-down arrow to select the applicable <i>referral details</i> in the following fields: <ul style="list-style-type: none"> How did you find out about the job? SubSource if applicable, enter <i>additional referral details</i> in the following field: <ul style="list-style-type: none"> Specific Referral Source proceed to Step 17. </td></tr> </table>	If you ...	Then ...	were referred to this job opening by a Peel Regional Police employee ...	<ol style="list-style-type: none"> in the My Referrals section, select <i>Employee</i> in the How did you find out about the job field and enter <i>his/her name</i> in the Referral Name field. proceed to Step 17. 	found this job opening via any other source ...	<ol style="list-style-type: none"> in the My Referrals section, use the drop-down arrow to select the applicable <i>referral details</i> in the following fields: <ul style="list-style-type: none"> How did you find out about the job? SubSource if applicable, enter <i>additional referral details</i> in the following field: <ul style="list-style-type: none"> Specific Referral Source proceed to Step 17.
If you ...	Then ...						
were referred to this job opening by a Peel Regional Police employee ...	<ol style="list-style-type: none"> in the My Referrals section, select <i>Employee</i> in the How did you find out about the job field and enter <i>his/her name</i> in the Referral Name field. proceed to Step 17. 						
found this job opening via any other source ...	<ol style="list-style-type: none"> in the My Referrals section, use the drop-down arrow to select the applicable <i>referral details</i> in the following fields: <ul style="list-style-type: none"> How did you find out about the job? SubSource if applicable, enter <i>additional referral details</i> in the following field: <ul style="list-style-type: none"> Specific Referral Source proceed to Step 17. 						

Continued on next page

Completing and Submitting Your Application, Continued

Quick reference
procedure
(continued)

Step	Action	
17	Use the following table to determine your next step:	
	If you are ...	Then ...
	a former employee ...	<ol style="list-style-type: none"> select <i>Yes</i> beside the Are you a former employee question. Result: the Last Day of Employment field displays. Click the calendar icon to enter the <i>date</i> in the Last Day of Employment field. Result: an online calendar is displayed. Enter the <i>last day of employment</i> at Peel Regional Police from the online calendar by selecting the following: <ul style="list-style-type: none"> applicable month applicable year day associated with the month Result: the date you selected defaults into the Last Day of Employment field. proceed to Step 18.
	not a former employee ...	<ol style="list-style-type: none"> select <i>No</i> beside the Are you a former employee question. proceed to Step 18.

Continued on next page

Completing and Submitting Your Application, Continued

Quick reference
procedure
(continued)

Step	Action								
18	Click the Next link to continue. Result: the Complete Application - Preview page is displayed.								
<i>How to Review the My Resume Preview page</i>									
19	On the Preview page, use the scroll bar to the right of your screen to review all the information you entered.								
20	Use the following table to determine your next step: <table> <tr> <th>If you ...</th><th>Then ...</th></tr> <tr> <td>need to correct an entry ...</td><td> <ol style="list-style-type: none"> click the Previous link or the My Resume link. Result: you are returned to the My Resume page. correct your entry. click the Next link or the Preview link to go back to the My Resume Preview page and review the changes you made. Result: you are returned to the Preview page. proceed to Step 21. </td></tr> <tr> <td>do not need to correct an entry and are finished reviewing your information ...</td><td> <ol style="list-style-type: none"> proceed to Step 21. </td></tr> <tr> <td>want to print the My Resume Preview page ...</td><td> <ol style="list-style-type: none"> click <i>File > Print</i> on your Internet Browser ribbon. Print the page. proceed to Step 21. </td></tr> </table>	If you ...	Then ...	need to correct an entry ...	<ol style="list-style-type: none"> click the Previous link or the My Resume link. Result: you are returned to the My Resume page. correct your entry. click the Next link or the Preview link to go back to the My Resume Preview page and review the changes you made. Result: you are returned to the Preview page. proceed to Step 21. 	do not need to correct an entry and are finished reviewing your information ...	<ol style="list-style-type: none"> proceed to Step 21. 	want to print the My Resume Preview page ...	<ol style="list-style-type: none"> click <i>File > Print</i> on your Internet Browser ribbon. Print the page. proceed to Step 21.
If you ...	Then ...								
need to correct an entry ...	<ol style="list-style-type: none"> click the Previous link or the My Resume link. Result: you are returned to the My Resume page. correct your entry. click the Next link or the Preview link to go back to the My Resume Preview page and review the changes you made. Result: you are returned to the Preview page. proceed to Step 21. 								
do not need to correct an entry and are finished reviewing your information ...	<ol style="list-style-type: none"> proceed to Step 21. 								
want to print the My Resume Preview page ...	<ol style="list-style-type: none"> click <i>File > Print</i> on your Internet Browser ribbon. Print the page. proceed to Step 21. 								
21	Click the Submit button to submit your application. Result: the Apply Now - Submit Confirmation page is displayed.								
<i>How to Complete the Submit Confirmation page</i>									
22	Confirm you have provided all relevant information pertaining to the job opening by reviewing the <i>Resume Validation Results</i> in the Submit Confirmation page.								

Continued on next page

Completing and Submitting Your Application, Continued

Quick reference
procedure
(continued)

Step	Action						
23	<p>Use the following table to determine your next step:</p> <table> <tr> <th>If you ...</th><th>Then ...</th></tr> <tr> <td>need to correct an entry or make a change ...</td><td> <ol style="list-style-type: none"> click the View Full Resume Preview link. Result: you are returned to the My Resume Preview page. repeat Steps 20 through 23. proceed to Step 24. </td></tr> <tr> <td>do not need to correct an entry and are finished reviewing your information ...</td><td> <ol style="list-style-type: none"> proceed to Step 24. </td></tr> </table>	If you ...	Then ...	need to correct an entry or make a change ...	<ol style="list-style-type: none"> click the View Full Resume Preview link. Result: you are returned to the My Resume Preview page. repeat Steps 20 through 23. proceed to Step 24. 	do not need to correct an entry and are finished reviewing your information ...	<ol style="list-style-type: none"> proceed to Step 24.
If you ...	Then ...						
need to correct an entry or make a change ...	<ol style="list-style-type: none"> click the View Full Resume Preview link. Result: you are returned to the My Resume Preview page. repeat Steps 20 through 23. proceed to Step 24. 						
do not need to correct an entry and are finished reviewing your information ...	<ol style="list-style-type: none"> proceed to Step 24. 						
24	<p>The <i>Verification Step</i> on the Submit Confirmation page validates that you reviewed your online application, are satisfied with the completeness of it, and are ready to submit your application. Click the checkbox beside “<i>I have verified the completeness and accuracy of My Resume</i>”.</p>						
25	<p>Click the Submit button to continue. Result: the Submit Online Application - Equal Opportunity Survey Invitation page is displayed.</p>						
How to Complete the Equal Opportunity Survey Invitation							
26	<p>The Equal Opportunity Survey Invitation defaults to the “<i>I wish to participate</i>” option. Completing this survey is optional. Click the radio button beside the answer that applies to you. NOTE: if you previously participated in this survey, select the “<i>I wish to decline</i>” option.</p>						
27	<p>Use the following table to determine your next step:</p> <table> <tr> <th>If you choose the ...</th><th>Then ...</th></tr> <tr> <td>“<i>I wish to participate</i>” option ...</td><td> <ol style="list-style-type: none"> answer all the questions by clicking the radio buttons beside each correct answer. NOTE: use the scroll bar to the right of your screen to view all the questions. proceed to Step 28. </td></tr> <tr> <td>“<i>I wish to decline</i>” option ...</td><td> <ol style="list-style-type: none"> proceed to Step 28. </td></tr> </table>	If you choose the ...	Then ...	“ <i>I wish to participate</i> ” option ...	<ol style="list-style-type: none"> answer all the questions by clicking the radio buttons beside each correct answer. NOTE: use the scroll bar to the right of your screen to view all the questions. proceed to Step 28. 	“ <i>I wish to decline</i> ” option ...	<ol style="list-style-type: none"> proceed to Step 28.
If you choose the ...	Then ...						
“ <i>I wish to participate</i> ” option ...	<ol style="list-style-type: none"> answer all the questions by clicking the radio buttons beside each correct answer. NOTE: use the scroll bar to the right of your screen to view all the questions. proceed to Step 28. 						
“ <i>I wish to decline</i> ” option ...	<ol style="list-style-type: none"> proceed to Step 28. 						

Continued on next page

Completing and Submitting Your Application, Continued

Quick reference
procedure
(continued)

Step	Action														
<i>How to Confirm the Status of Your Online Application</i>															
28	Review the Terms and Agreements section.														
29	To confirm your agreement, select the “ <i>I agree to these terms</i> ” option. Result: the Submit button becomes active.														
<i>How to Submit Your Online Application</i>															
30	Click the Submit button. Result: the My Applications page is displayed.														
31	Confirm that the status of your application is <i>UNI – Assessment Scheduled</i> .														
32	Confirm that you received an email in your Inbox stating “ <i>Your online application has been successfully submitted</i> ”.														
<i>Next Steps</i>															
33	Use the following table to determine your next step: <table> <tr> <th>If you want to ...</th><th>Then ...</th></tr> <tr> <td>view a job posting ...</td><td>proceed to the Viewing the Posting Details procedure.</td></tr> <tr> <td>apply to a job posting ...</td><td>proceed to the Completing and Submitting Your Application procedure.</td></tr> <tr> <td>change your assessment date ...</td><td>proceed to the Changing Your Assessment Date procedure.</td></tr> <tr> <td>update or change your profile information...</td><td>proceed to the Updating the My Profile Page procedure.</td></tr> <tr> <td>logout of your profile ...</td><td>click the Logout link at the top right corner of the page.</td></tr> <tr> <td>log back in to your profile ...</td><td>proceed to the Logging in as Returning External Uniform Applicant procedure.</td></tr> </table>	If you want to ...	Then ...	view a job posting ...	proceed to the Viewing the Posting Details procedure.	apply to a job posting ...	proceed to the Completing and Submitting Your Application procedure.	change your assessment date ...	proceed to the Changing Your Assessment Date procedure.	update or change your profile information...	proceed to the Updating the My Profile Page procedure.	logout of your profile ...	click the Logout link at the top right corner of the page.	log back in to your profile ...	proceed to the Logging in as Returning External Uniform Applicant procedure.
If you want to ...	Then ...														
view a job posting ...	proceed to the Viewing the Posting Details procedure.														
apply to a job posting ...	proceed to the Completing and Submitting Your Application procedure.														
change your assessment date ...	proceed to the Changing Your Assessment Date procedure.														
update or change your profile information...	proceed to the Updating the My Profile Page procedure.														
logout of your profile ...	click the Logout link at the top right corner of the page.														
log back in to your profile ...	proceed to the Logging in as Returning External Uniform Applicant procedure.														

Detailed
procedure

The following pages provide the detailed procedure for completing and submitting your online application to an external Uniform job opening, and include pictures of the Online Application.

Continued on next page

Completing and Submitting Your Application, Continued

Step 1

Go to the **Please select ONE of the following postings and apply** section.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

[Careers Home](#)

Welcome

Use the links below to review and/or update information that you provided as part of the application process.

Upcoming Assessment Dates

The following assessment dates are now available to applicants.

- | |
|---------------------|
| 1 September 1, 2012 |
| 2 October 1, 2012 |
| 3 November 1, 2012 |
| 4 December 1, 2012 |
| 5 January 1, 2013 |

My Career Tools

[0 Applications](#)

[My Assessment Date](#)

[My Profile](#)

Please select ONE of the following postings and apply

	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/01/2012	Cadet, 2nd Class	300736	Training Bureau
<input type="checkbox"/>	08/01/2012	Recruit Constable	300737	Training Bureau
<input type="checkbox"/>	08/01/2012	Recruit Constable	300738	Training Bureau

Continued on next page

Completing and Submitting Your Application, Continued

Step 2 Select the checkbox for the posting for which you want to apply.

Please select ONE of the following postings and apply				
	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/01/2012	Cadet, 2nd Class	300736	Training Bureau
<input checked="" type="checkbox"/>	08/01/2012	Recruit Constable	300737	Training Bureau
<input type="checkbox"/>	08/01/2012	Recruit Constable	300738	Training Bureau

[Select All](#) [Deselect All](#) [Save Jobs](#) [Apply Now](#)

Result: the **Apply Now** button will become active.

Step 3 Click the **Apply Now** button.

Please select ONE of the following postings and apply				
	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/01/2012	Cadet, 2nd Class	300736	Training Bureau
<input checked="" type="checkbox"/>	08/01/2012	Recruit Constable	300737	Training Bureau
<input type="checkbox"/>	08/01/2012	Recruit Constable	300738	Training Bureau

[Select All](#) [Deselect All](#) [Save Jobs](#) [Apply Now](#)

NOTE: if you applied to this **Job ID** in the past, you will receive a warning message stating “*You have already applied to job number xxxxxx. Would you like to apply again?*”. Click the **OK** button to continue past this warning message.

Result: the **My Profile** page is displayed.

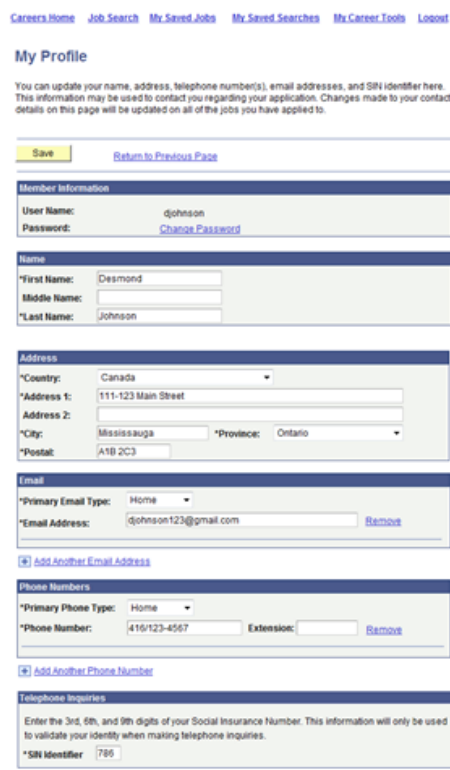
Continued on next page

Completing and Submitting Your Application, Continued

Step 4

On the **My Profile** page, use the scroll bar to the right of your screen to scroll down and complete the following fields:

- First Name
- Last Name
- Country
- Address1 (Unit number and Street)
- City
- Province
- Postal
- Prime Email Type
- Email Address
- Prime Phone Type
- Phone Number
- SIN Identifier



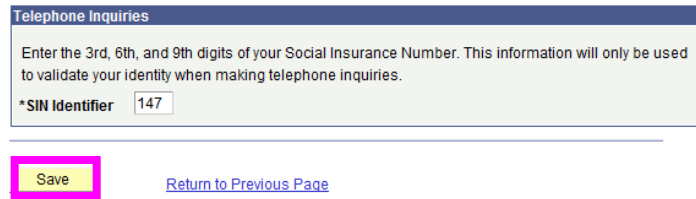
The screenshot shows the 'My Profile' page with a vertical pink scroll bar on the right. The page includes navigation links at the top: [Careers Home](#), [Job Search](#), [My Saved Jobs](#), [My Saved Searches](#), [My Career Tools](#), and [Logout](#). The main heading is 'My Profile'. Below it, a message states: 'You can update your name, address, telephone number(s), email addresses, and SIN identifier here. This information may be used to contact you regarding your application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.' There are two buttons: 'Save' and 'Return to Previous Page'. The form is divided into several sections: 'Member Information' with fields for 'User Name' (djohnson) and 'Password' (Change Password); 'Name' with fields for 'First Name' (Desmond), 'Middle Name', and 'Last Name' (Johnson); 'Address' with fields for 'Country' (Canada), 'Address 1' (111-123 Main Street), 'Address 2', 'City' (Mississauga), 'Province' (Ontario), and 'Postal' (A1B 2C3); 'Email' with fields for 'Primary Email Type' (Home) and 'Email Address' (djohnson123@gmail.com) with a 'Remove' button; 'Add Another Email Address' link; 'Phone Numbers' with fields for 'Primary Phone Type' (Home), 'Phone Number' (416/123-4567), and 'Extension' with a 'Remove' button; 'Add Another Phone Number' link; and 'Telephone Inquiries' with a field for 'SIN Identifier' (789).

NOTE: there is an *asterisk* beside each mandatory field. You are only required to enter this information once. The next time you apply online this information will be included in your application. You will only need to make changes in the future if necessary.

Continued on next page

Completing and Submitting Your Application, Continued

Step 5 Click the **Save** button.



Telephone Inquiries

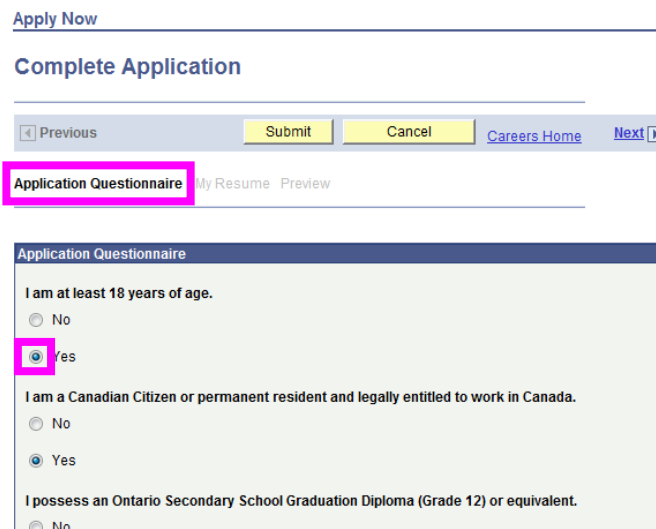
Enter the 3rd, 6th, and 9th digits of your Social Insurance Number. This information will only be used to validate your identity when making telephone inquiries.

*SIN Identifier

Save [Return to Previous Page](#)

Result: the **Apply Now - Complete Application** questionnaire page displays.

Step 6 Answer all the questions in the **Application Questionnaire** by selecting the radio button beside the applicable answer.



[Apply Now](#)

Complete Application

[Previous](#) [Submit](#) [Cancel](#) [Careers Home](#) [Next](#)

Application Questionnaire [My Resume](#) [Preview](#)

Application Questionnaire

I am at least 18 years of age.

☐ No

☒ Yes

I am a Canadian Citizen or permanent resident and legally entitled to work in Canada.

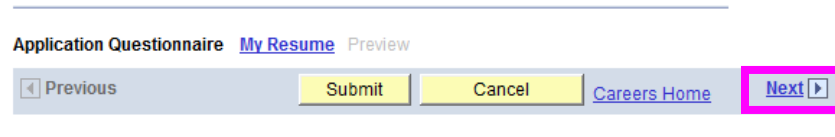
☐ No

☒ Yes

I possess an Ontario Secondary School Graduation Diploma (Grade 12) or equivalent.

☐ No

Step 7 Once all the questions have been answered, click the [Next](#) link.



Application Questionnaire [My Resume](#) [Preview](#)

[Previous](#) [Submit](#) [Cancel](#) [Careers Home](#) **[Next](#)**

Result: the **Complete Application - My Resume** page is displayed.

Continued on next page

Completing and Submitting Your Application, Continued

Step 8

Use the scroll bar to the right of your screen to scroll down the **My Resume** page and complete the applicable sections in the steps that follow.

Complete Application

[Previous](#) [Submit](#) [Cancel](#) [Careers Home](#) [Next](#)

[Application Questionnaire](#) **My Resume** [Preview](#)

My Education

Highest Education Level: A-Not Indicated

You must indicate your highest completed education level on this page. Click the "Add Post-Secondary Education History" link to provide details about your post-secondary education. Note that education may be a requirement for the position(s) you have applied for and will be used to determine if you meet the minimum qualifications. Proof of education will be required during the selection process.

My Education

You have not added any education information to your application.

[+ Add Post-Secondary Education History](#)

My Assessment Date Selection

Please select an assessment date as part of the self-assessment process. You may have only ONE selection.

Step 9

In the **My Education** section, select your *Highest Education Level* using the drop-down arrow.

My Education

Highest Education Level: I-Master's Level Degree

You must indicate your highest completed education level on this page. Click the "Add Post-Secondary Education History" link to provide details about your post-secondary education. Note that education may be a requirement for the position(s) you have applied for and will be used to determine if you meet the minimum qualifications. Proof of education will be required during the selection process.

Step 10

Click the [Add Post-Secondary Education History](#) link to provide university or college information.

My Education

You have not added any education information to your application.

[+ Add Post-Secondary Education History](#)

Result: the Add New Application - Add Post-Secondary Education page displays.

Continued on next page

Completing and Submitting Your Application, Continued

Step 11

In the **Enter Post-Secondary Education Details** section, select the *Country* and *Province* where you obtained your Post-Secondary education using the **drop-down arrows**.

Enter your *education details* by completing the **Institution** and **Major** fields.

Select the *Education Level* obtained using the **drop-down arrow**.

NOTE: there is an *asterisk* beside each mandatory field.

[Add New Application](#)

Add Post-Secondary Education

Save & Return	Save & Add More	Cancel	Return to Previous Page
---------------	-----------------	--------	---

Enter Post-Secondary Education Details

Country	Canada	▼
Province:	Ontario	▼

Use the Other fields to provide details of your education Major or Institution, if they are not in the lists provided.

*Institution:	University of Toronto	
*Major:	Political Science	
*Education Level:	Master of Applied Science	▼
Average Grade:	<input type="text"/>	<input checked="" type="checkbox"/> Graduated

Save & Return	Save & Add More	Cancel	Return to Previous Page
---------------	-----------------	--------	---

Continued on next page

Completing and Submitting Your Application, Continued

Step 12

Use the following table to determine your next step:

If you ...	Then ...
want to add more education details ...	<ol style="list-style-type: none">click the Save & Add More button. <div><div>Save & Return</div><div>Save & Add More</div><div>Cancel</div><div>Return to Previous Page</div></div> <ol style="list-style-type: none">repeat Step 11.proceed to Step 13.
are finished entering education details ...	<ol style="list-style-type: none">proceed to Step 13.

Step 13

Click the **Save & Return** button.

Save & Return

Save & Add More

Cancel

[Return to Previous Page](#)

Result: you are returned to the **My Resume** page with your education details defaulted into the **My Education** section.

My Education

Highest Education Level: I-Master's Level Degree

You must indicate your highest completed education level on this page. Click the "Add Post-Secondary Education History" link to provide details about your post-secondary education. Note that education may be a requirement for the position(s) you have applied for and will be used to determine if you meet the minimum qualifications. Proof of education will be required during the selection process.

Post-Secondary Education

Education Level	Major	Institution	
Master of Applied Science	Political Science	University of Toronto	

[+ Add Post-Secondary Education History](#)

NOTE: you are only required to enter your education details once. The next time you apply online this information will be included in your application. You will only need to make changes in the future if necessary.

Continued on next page

Completing and Submitting Your Application, Continued

Step 14

In the **Upcoming Assessment Dates** section, select the checkbox beside the *Assessment Date* you would like to attend.

My Assessment Date Selection

Please select an assessment date as part of the uniform application process. You may have only ONE active assessment date, therefore any selection made here will replace the prior selected date in other active applications you may have submitted.

NOTE: The assessment process involves completing a brief written open-ended Community Awareness/General Knowledge questionnaire and an interview. Applicants should anticipate setting aside three (3) to four (4) hours. Please arrive early. Once the assessment process commences, the doors will be locked with no exceptions.

Upcoming Assessment Dates

	Assessment Date	Start Time	Location
<input checked="" type="checkbox"/>	September 1, 2012	8:00AM	Emil V. Kolb Centre for Police Excellence
<input type="checkbox"/>	October 1, 2012	8:00AM	Emil V. Kolb Centre for Police Excellence

Step 15

To obtain the address and driving directions for your assessment date, click the **arrow** in the **Need Address/Driving Directions** section.

<input type="checkbox"/>	January 1, 2013	8:00AM	Emil V. Kolb Centre for Police Excellence
<input type="checkbox"/>	February 1, 2013	8:00AM	Emil V. Kolb Centre for Police Excellence

▶ Need Address/Driving Directions?

Result: this section will expand to provide you with the address and driving directions.

▼ Need Address/Driving Directions?

Address:

Emil V. Kolb Centre for Police Excellence
180 Derry Road East
Mississauga

Driving Directions:

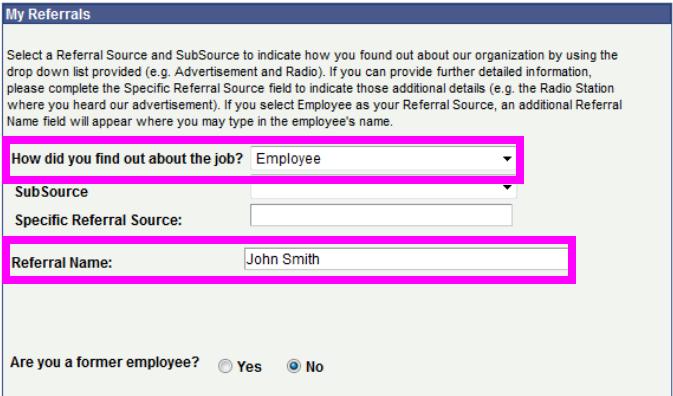
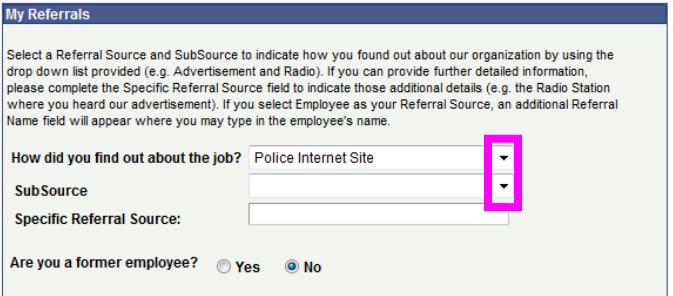
From Highway 401: Exit at Highway 10, Hurontario St. Travel north 2.5km to Derry Rd. Turn east onto Derry Rd. Travel 0.5km past Edwards Blvd. The next building on the right is the Emil V. Kolb Centre for Police Excellence. Peel Regional Police 180 Derry Rd. From Highway 410: Exit at Derry Road. Travel 2.0km west to Edwards Blvd. (There are lights at this intersection). Turn left onto Edwards Blvd. to Capital Court. Turn left onto Capital Court and follow into the back of the parking lot of the Emil V. Kolb Centre for Police Excellence. Peel Regional Police 180 Derry Rd.

Continued on next page

Completing and Submitting Your Application, Continued

Step 16

Use the following table to determine your next step:

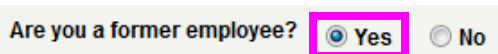
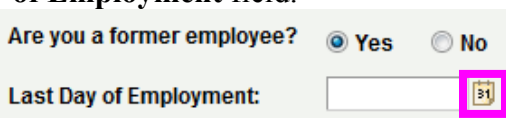
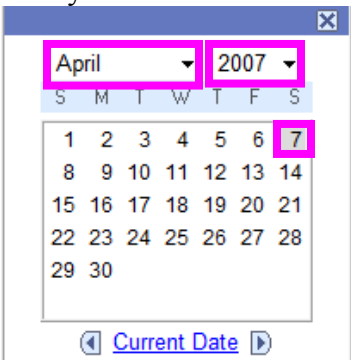
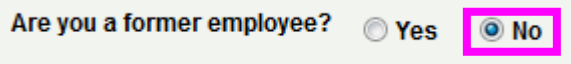
If you ...	Then ...
were referred to this job opening by a Peel Regional Police employee ...	<p>1. in the My Referrals section, select <i>Employee</i> in the How did you find out about the job field and enter <i>his/her name</i> in the Referral Name field.</p>  <p>2. proceed to Step 17.</p>
found this job opening via any other source ...	<p>1. in the My Referrals section, use the drop-down arrow to select the applicable <i>referral details</i> in the following fields:</p> <ul style="list-style-type: none"> How did you find out about the job? SubSource <p>2. if applicable, enter <i>additional referral details</i> in the following field:</p> <ul style="list-style-type: none"> Specific Referral Source  <p>3. proceed to Step 17.</p>

Continued on next page

Completing and Submitting Your Application, Continued

Step 17

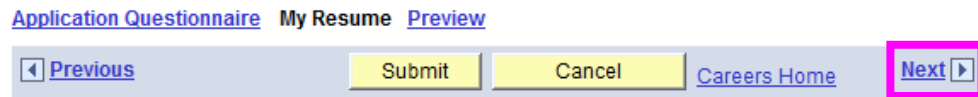
Use the following table to determine your next step:

If you are ...	Then ...
a former employee ...	<ol style="list-style-type: none"> select <i>Yes</i> beside the Are you a former employee question.  Click the calendar icon to enter the <i>date</i> in the Last Day of Employment field.  Enter the <i>last day of employment</i> at Peel Regional Police from the online calendar by selecting the following: <ul style="list-style-type: none"> applicable month applicable year day associated with the month  proceed to Step 18.
not a former employee ...	<ol style="list-style-type: none"> select <i>No</i> beside the Are you a former employee question.  proceed to Step 18.

Continued on next page

Completing and Submitting Your Application, Continued

Step 18 Click the [Next](#) link to continue.



Result: the **Complete Application - Preview** page is displayed.

Step 19 On the **Preview** page, use the scroll bar to the right of your screen to review all the information you entered.

A screenshot of the 'Complete Application - Preview' page for Peel Regional Police. The page title is 'My Resume Preview'. It displays the following information:

- Desmond Johnson**
- Contact Information**
 - Address: 111-123 Main Street, Mississauga, ON A1B 2C3
 - Phone: 416/123-4567
 - Email: djohnson123@gmail.com
- Education**
 - Highest Education Level: I-Master's Level Degree
 - Education Level: Institution: Major: Graduated

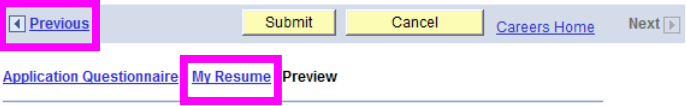
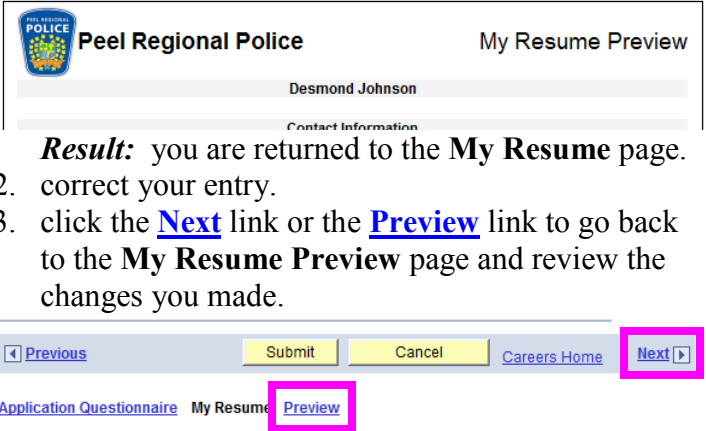
The page has a navigation bar at the top with buttons: 'Previous' (with a left arrow), 'Submit' (yellow), 'Cancel' (yellow), 'Careers Home', and 'Next' (with a right arrow). Below the navigation bar are links: 'Application Questionnaire', 'My Resume', and 'Preview'. A red rectangular box highlights the vertical scrollbar on the right side of the page content area.

Continued on next page

Completing and Submitting Your Application, Continued

Step 20

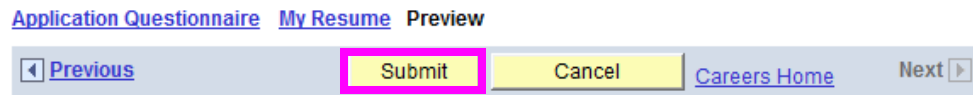
Use the following table to determine your next step:

If you ...	Then ...
need to correct an entry ...	<ol style="list-style-type: none"> click the Previous link or the My Resume link.  correct your entry. click the Next link or the Preview link to go back to the My Resume Preview page and review the changes you made.  proceed to Step 21.
do not need to correct an entry and are finished reviewing your information ...	<ol style="list-style-type: none"> proceed to Step 21.
want to print the My Resume Preview page ...	<ol style="list-style-type: none"> click <i>File > Print</i> on your Internet Browser ribbon. Print the page. proceed to Step 21.

Continued on next page

Completing and Submitting Your Application, Continued

Step 21 Click the **Submit** button to submit your application.



Result: the **Apply Now - Submit Confirmation** page is displayed.

Step 22 Confirm you have provided all relevant information pertaining to the job opening by reviewing the *Resume Validation Results* in the **Submit Confirmation** page.

[Apply Now](#)

Submit Confirmation

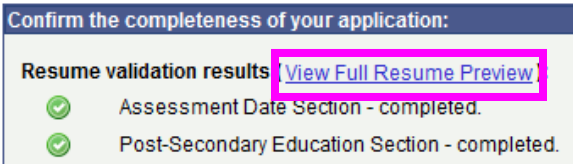
A screenshot of the 'Submit Confirmation' page. The page has a dark blue header with the text 'Confirm the completeness of your application:'. Below this, there is a section titled 'Resume validation results (View Full Resume Preview):' which contains two green checkmarks indicating that the 'Assessment Date Section' and 'Post-Secondary Education Section' are completed. This section is highlighted with a red box. Below this, there is a 'Verification Step:' section with instructions to review warnings and select an acknowledgment. At the bottom, there is a 'Submit' button and a 'Return to Previous Page' link.

Continued on next page

Completing and Submitting Your Application, Continued

Step 23

Use the following table to determine your next step:

If you ...	Then ...
need to correct an entry or make a change ...	<ol style="list-style-type: none">click the View Full Resume Preview link. repeat Steps 20 through 23.proceed to Step 24.
do not need to correct an entry and are finished reviewing your information ...	<ol style="list-style-type: none">proceed to Step 24.

Step 24

The *Verification Step* on the **Submit Confirmation** page validates that you reviewed your online application, are satisfied with the completeness of it, and are ready to submit your application.

Click the checkbox beside “*I have verified the completeness and accuracy of My Resume*”.

Verification Step:

Please review any warnings listed above to confirm you have completed all areas of your online resume which are relevant to the position for which you are applying.

When you are satisfied select the acknowledgment below and then press Submit.

If you need to make changes use the Return to Previous Page link at the bottom of this page.

☒ I have verified the completeness and accuracy of My Resume.

[Return to Previous Page](#)

Continued on next page

Completing and Submitting Your Application, Continued

Step 25

Click the **Submit** button to continue.

Verification Step:
Please review any warnings listed above to confirm you have completed all areas of your online resume which are relevant to the position for which you are applying.

When you are satisfied select the acknowledgment below and then press Submit.

If you need to make changes use the Return to Previous Page link at the bottom of this page.

☒ I have verified the completeness and accuracy of My Resume.

Submit [Return to Previous Page](#)

Result: the **Submit Online Application - Equal Opportunity Survey Invitation** page is displayed.

Step 26

The **Equal Opportunity Survey Invitation** defaults to the “*I wish to participate*” option. Completing this survey is optional. Click the radio button beside the answer that applies to you.

NOTE: if you previously participated in this survey, select the “*I wish to decline*” option.

Submit Online Application

Equal Opportunity Survey Invitation

At Peel Regional Police we value diversity because we understand the strengths that diversity of thought, perspective, experience, and talent bring to the achievement of our mission. It is important to us that our work environment is free of discrimination and that our processes and practices are free of bias and systemic barriers. To accomplish this it is important that we understand and can monitor, the changing demographics of our workforce and applicants for employment. All applicants are therefore asked to participate in this self-identification survey to provide us with an accurate information base. Completion of this survey is voluntary.

The information collected is recorded confidentially and is used solely for diversity planning and reporting. Access to the information is restricted to those individuals with this responsibility. All reporting is done in aggregate ensuring that the identities of individuals are not compromised. By filling out this survey, you are granting us the right to utilize the information for the above noted purpose. Any questions concerning this form should be directed to the Manager of Corporate Recruiting and Development, Human Resources or to the Director of Human Resources.

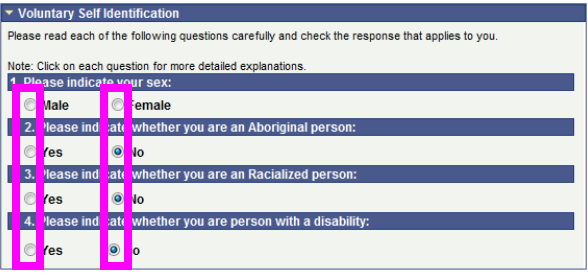
☒ I wish to participate ☐ I wish to decline

Continued on next page

Completing and Submitting Your Application, Continued

Step 27

Use the following table to determine your next step:

If you choose the ...	Then ...
<i>"I wish to participate"</i> option ...	<ol style="list-style-type: none">answer all the questions by clicking the radio buttons beside each correct answer. NOTE: use the scroll bar to the right of your screen to view all the questions. 
<i>"I wish to decline"</i> option ...	<ol style="list-style-type: none">proceed to Step 28.

Step 28

Review the **Terms and Agreements** section.

Terms and Agreements

Applicants to Peel Regional Police will be required to successfully complete a background check and criminal investigation, including employment, personal references and verification of education, prior to any offer of employment being extended.

☐ I agree to these terms ☐ I do not agree to these terms

[Return to Previous Page](#)

Continued on next page

Completing and Submitting Your Application, Continued

Step 29 To confirm your agreement, select the “*I agree to these terms*” option.

Terms and Agreements
Applicants to Peel Regional Police will be required to successfully complete a background check and criminal investigation, including employment, personal references and verification of education, prior to any offer of employment being extended.
☒ I agree to these terms ☐ I do not agree to these terms

Submit

Cancel

[Return to Previous Page](#)

Result: the **Submit** button becomes active.

Step 30 Click the **Submit** button.

Terms and Agreements
Applicants to Peel Regional Police will be required to successfully complete a background check and criminal investigation, including employment, personal references and verification of education, prior to any offer of employment being extended.
☒ I agree to these terms ☐ I do not agree to these terms

Submit

Cancel

[Return to Previous Page](#)

Result: the **My Applications** page is displayed.

Step 31 Confirm that the status of your application is *UNI – Assessment Scheduled*.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

My Applications

✓ You have successfully submitted your job application.

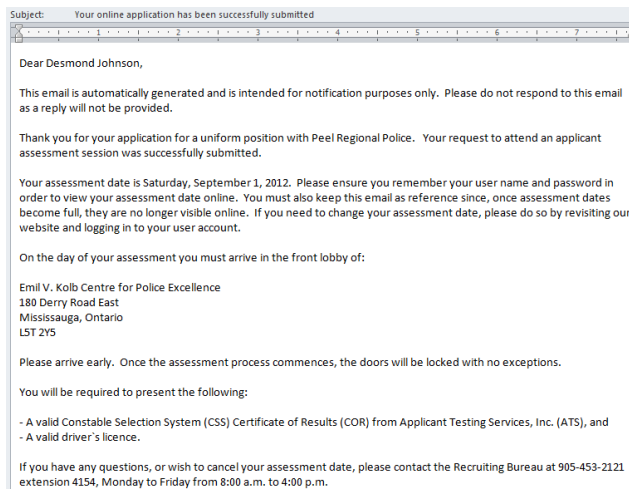
My Applications		
Display applications from: Last Year		Refresh
◀◀ First ◀ Previous Next ▶▶ Last ▶		
Application	Status	Application Date
Recruit Constable	UNI – Assessment Scheduled	08/10/2012 1:59PM

Continued on next page

Completing and Submitting Your Application, Continued

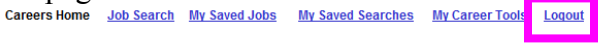
Step 32

Confirm that you received an email in your Inbox stating “*Your online application has been successfully submitted*”.



Step 33

Use the following table to determine your next step:

If you want to ...	Then ...
view a job posting ...	proceed to the Viewing the Posting Details procedure.
apply to a job posting ...	proceed to the Completing and Submitting Your Application procedure.
change your assessment date ...	proceed to the Changing Your Assessment Date procedure.
update or change your profile information...	proceed to the Updating the My Profile Page procedure.
logout of your profile ...	click the Logout link at the top right corner of the page.  Careers Home Welcome Desmond <small>Use the links below to review and/or update information that you provided as part of the application process.</small>
log back in to your profile ...	proceed to the Logging in as Returning External Uniform Applicant procedure.

End of procedure.

Updating the My Profile Page

Purpose The purpose of this section is to provide the steps for updating the My Profile page.

Before you begin If you are currently logged out of the application, follow the procedure on **Logging in as a Returning External Uniform Applicant**.

Navigation **Careers Home Welcome**

Quick reference procedure Follow these steps to update the My Profile page.

Step	Action												
1	Click the My Profile link in the Careers Home Welcome page. Result: the My Profile page is displayed.												
2	The My Profile page contains your <i>contact information</i> . Use the scroll bar to the right of your screen to scroll down and make any necessary changes to your contact information.												
3	Click the Save button. Result: the Careers Home Welcome page is displayed.												
4	Confirm that you received an email in your Inbox stating “ <i>Your contact information has been successfully updated</i> ”.												
5	Use the following table to determine your next step: <table><tr><th>If you want to ...</th><th>Then ...</th></tr><tr><td>view a job posting ...</td><td>proceed to the Viewing the Posting Details procedure.</td></tr><tr><td>apply to a job posting ...</td><td>proceed to the Completing and Submitting Your Application procedure.</td></tr><tr><td>change your assessment date ...</td><td>proceed to the Changing Your Assessment Date procedure.</td></tr><tr><td>logout of your profile ...</td><td>click the Logout link at the top right corner of the page.</td></tr><tr><td>log back in to your profile ...</td><td>proceed to the Logging in as Returning External Uniform Applicant procedure.</td></tr></table>	If you want to ...	Then ...	view a job posting ...	proceed to the Viewing the Posting Details procedure.	apply to a job posting ...	proceed to the Completing and Submitting Your Application procedure.	change your assessment date ...	proceed to the Changing Your Assessment Date procedure.	logout of your profile ...	click the Logout link at the top right corner of the page.	log back in to your profile ...	proceed to the Logging in as Returning External Uniform Applicant procedure.
If you want to ...	Then ...												
view a job posting ...	proceed to the Viewing the Posting Details procedure.												
apply to a job posting ...	proceed to the Completing and Submitting Your Application procedure.												
change your assessment date ...	proceed to the Changing Your Assessment Date procedure.												
logout of your profile ...	click the Logout link at the top right corner of the page.												
log back in to your profile ...	proceed to the Logging in as Returning External Uniform Applicant procedure.												

Detailed procedure The following pages provide the detailed procedure for updating the **My Profile** page and include pictures of the online application.

Continued on next page

Updating the My Profile Page, Continued

Step 1 Click the [My Profile](#) link in the **Careers Home - Welcome** page.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Careers Home

Welcome Desmond

Use the links below to review and/or update information that you provided as part of the application process.

Upcoming Assessment Dates

The following assessment dates are now available to applicants.

- | | |
|---|-------------------|
| 1 | September 1, 2012 |
| 2 | October 1, 2012 |
| 3 | November 1, 2012 |
| 4 | December 1, 2012 |
| 5 | January 1, 2013 |

My Career Tools

[2 Applications](#)

[My Assessment Date](#)

[My Profile](#)

Please select ONE of the following postings and apply

	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/01/2012	Cadet, 2nd Class	300736	Training Bureau
<input type="checkbox"/>	08/01/2012	Recruit Constable	300737	Training Bureau
<input type="checkbox"/>	08/01/2012	Recruit Constable	300738	Training Bureau

[Select All](#) [Deselect All](#) [Save Jobs](#) [Apply Now](#)

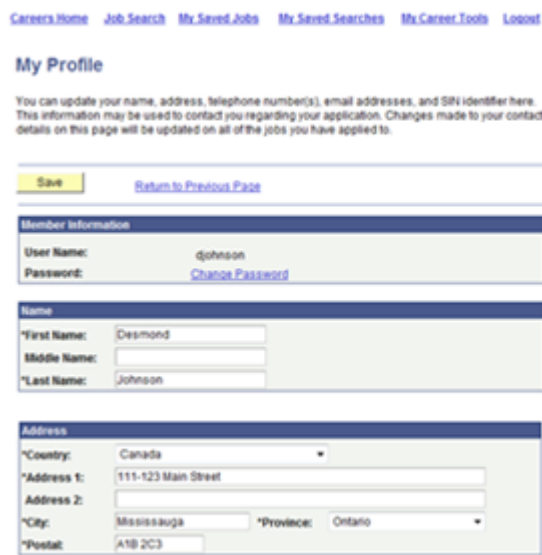
Result: the **My Profile** page is displayed.

Continued on next page

Updating the My Profile Page, Continued

Step 2

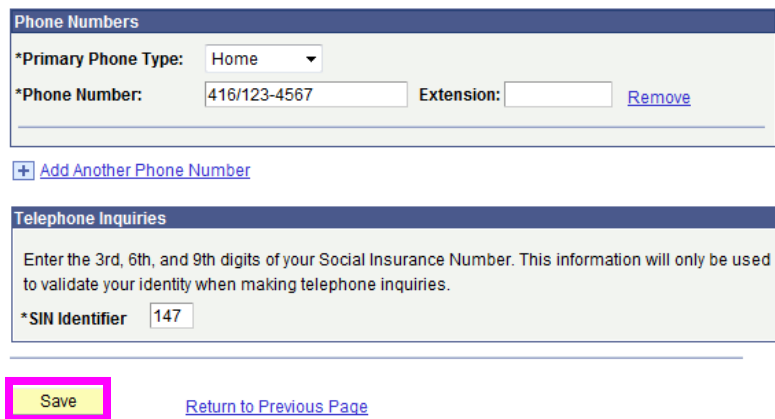
The **My Profile** page contains your *contact information*. Use the scroll bar to the right of your screen to scroll down and make any necessary changes to your contact information.



The screenshot shows the 'My Profile' page with a navigation bar at the top containing links: Careers Home, Job Search, My Saved Jobs, My Saved Searches, My Career Tools, and Logout. Below the navigation bar is the 'My Profile' heading and a paragraph explaining that users can update their name, address, telephone number(s), email addresses, and SIN identifier here. A 'Save' button and a 'Return to Previous Page' link are visible. The form is divided into three sections: 'Member Information' with fields for User Name (djohnson) and Password (Change Password); 'Name' with fields for First Name (Desmond), Middle Name, and Last Name (Johnson); and 'Address' with fields for Country (Canada), Address 1 (111-123 Main Street), Address 2, City (Mississauga), Province (Ontario), and Postal (A1B 2C3). A vertical scroll bar is highlighted with a red rectangle on the right side of the page.

Step 3

Click the **Save** button.



The screenshot shows the 'Phone Numbers' section with a dropdown for Primary Phone Type (Home) and a text input for Phone Number (416/123-4567). There is also an 'Extension' field and a 'Remove' link. Below this is a link to 'Add Another Phone Number'. The 'Telephone Inquiries' section contains a paragraph explaining that users enter the 3rd, 6th, and 9th digits of their Social Insurance Number to validate their identity. A 'SIN Identifier' field is shown with the value 147. At the bottom, a 'Save' button and a 'Return to Previous Page' link are visible. The 'Save' button is highlighted with a red rectangle.

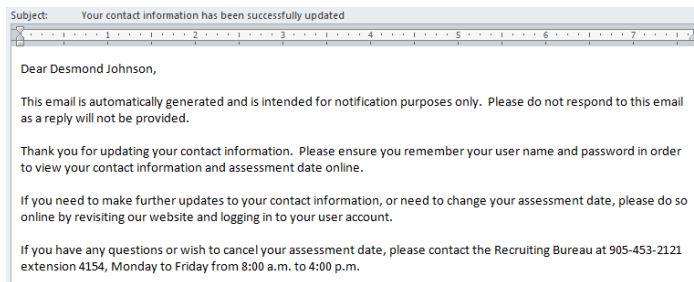
Result: the **Careers Home - Welcome** page is displayed.

Continued on next page

Updating the My Profile Page, Continued

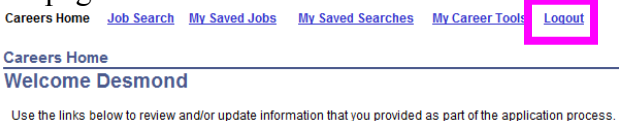
Step 4

Confirm that you received an email in your Inbox stating “*Your contact information has been successfully updated*”.



Step 5

Use the following table to determine your next step:

If you want to ...	Then ...
view a job posting ...	proceed to the Viewing the Posting Details procedure.
apply to a job posting ...	proceed to the Completing and Submitting Your Application procedure.
change your assessment date ...	proceed to the Changing Your Assessment Date procedure.
logout of your profile ...	click the Logout link at the top right corner of the page. 
log back in to your profile ...	proceed to the Logging in as Returning External Uniform Applicant procedure.

End of procedure.

Changing Your Assessment Date

Introduction The purpose of this section is to explain how to change your assessment date.

Before you begin If you are currently logged out of the application, follow the procedure on **Logging in as a Returning External Uniform Applicant**.

Navigation **Careers Home Welcome**

Quick Reference Procedure Follow these steps to change your assessment date.

Step	Action												
1	Click the My Assessment Date link. Result: the My Career Tools page is displayed.												
2	Scroll down the page to the Uniform Assessment Date Selection section and click the radio button beside the <i>desired assessment date</i> . Result: the original <i>assessment date</i> is deselected and the new <i>assessment date</i> is selected.												
3	Click the Save button. Result: a message is briefly displayed confirming the assessment date has been saved.												
4	Confirm that you received an email in your Inbox stating “ <i>Your assessment date selection has been successfully updated</i> ”.												
5	Use the following table to determine your next step: <table><tr><th>If you want to ...</th><th>Then ...</th></tr><tr><td>view a job posting ...</td><td>proceed to the Viewing the Posting Details procedure.</td></tr><tr><td>apply to a job posting ...</td><td>proceed to the Completing and Submitting Your Application procedure.</td></tr><tr><td>update or change your profile information...</td><td>proceed to the Updating the My Profile Page procedure.</td></tr><tr><td>logout of your profile ...</td><td>click the Logout link at the top right corner of the page.</td></tr><tr><td>log back in to your profile ...</td><td>proceed to the Logging in as Returning External Uniform Applicant procedure.</td></tr></table>	If you want to ...	Then ...	view a job posting ...	proceed to the Viewing the Posting Details procedure.	apply to a job posting ...	proceed to the Completing and Submitting Your Application procedure.	update or change your profile information...	proceed to the Updating the My Profile Page procedure.	logout of your profile ...	click the Logout link at the top right corner of the page.	log back in to your profile ...	proceed to the Logging in as Returning External Uniform Applicant procedure.
If you want to ...	Then ...												
view a job posting ...	proceed to the Viewing the Posting Details procedure.												
apply to a job posting ...	proceed to the Completing and Submitting Your Application procedure.												
update or change your profile information...	proceed to the Updating the My Profile Page procedure.												
logout of your profile ...	click the Logout link at the top right corner of the page.												
log back in to your profile ...	proceed to the Logging in as Returning External Uniform Applicant procedure.												

Detailed Procedures The following pages provide the detailed procedure for changing your assessment date.

Continued on next page

Changing Your Assessment Date, Continued

Step 1 Click the [My Assessment Date](#) link.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

[Careers Home](#)

Welcome Desmond

Use the links below to review and/or update information that you provided as part of the application process.

Upcoming Assessment Dates

The following assessment dates are now available to applicants.

- | | |
|---|-------------------|
| 1 | September 1, 2012 |
| 2 | October 1, 2012 |
| 3 | November 1, 2012 |
| 4 | December 1, 2012 |
| 5 | January 1, 2013 |

My Career Tools

[2 Applications](#)

[My Assessment Date](#)

[My Profile](#)

Please select ONE of the following postings and apply

	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/01/2012	Cadet, 2nd Class	300736	Training Bureau
<input type="checkbox"/>	08/01/2012	Recruit Constable	300737	Training Bureau

Result: the **My Career Tools** page is displayed.

Continued on next page

Changing Your Assessment Date, Continued

Step 2

Scroll down the page to the **Uniform Assessment Date Selection** section and click the radio button beside the *desired assessment date*.

Uniform Assessment Date Selection

The section below displays your selected assessment date for the uniform application process. If you need to change this date, select a new date from the upcoming assessment dates and click the "Save" button. You may have only ONE active assessment date, therefore any selection made here will replace the prior selected date in other active applications you may have submitted.

NOTE: The assessment process involves completing a brief written open-ended Community Awareness/General Knowledge questionnaire and an interview. Applicants should anticipate setting aside three (3) to four (4) hours. Please arrive early. Once the assessment process commences, the doors will be locked with no exceptions.

Upcoming Assessment Dates

	Assessment Date	Start Time	Location
<input type="checkbox"/>	September 1, 2012	8:00AM	Emil V. Kolb Centre for Police Excellence
<input checked="" type="checkbox"/>	October 1, 2012	8:00AM	Emil V. Kolb Centre for Police Excellence
<input type="checkbox"/>	November 1, 2012	8:00AM	Emil V. Kolb Centre for Police Excellence
<input type="checkbox"/>	December 1, 2012	8:00AM	Emil V. Kolb Centre for Police Excellence
<input type="checkbox"/>	January 1, 2013	8:00AM	Emil V. Kolb Centre for Police Excellence
<input type="checkbox"/>	February 1, 2013	8:00AM	Emil V. Kolb Centre for Police Excellence

► Need Address/Driving Directions?

Save

Result: the original *assessment date* is deselected and the new *assessment date* is selected.

Step 3

Click the **Save** button.

Upcoming Assessment Dates

	Assessment Date	Start Time	Location
<input type="checkbox"/>	September 1, 2012	8:00AM	Emil V. Kolb Centre for Police Excellence
<input checked="" type="checkbox"/>	October 1, 2012	8:00AM	Emil V. Kolb Centre for Police Excellence
<input type="checkbox"/>	November 1, 2012	8:00AM	Emil V. Kolb Centre for Police Excellence
<input type="checkbox"/>	December 1, 2012	8:00AM	Emil V. Kolb Centre for Police Excellence
<input type="checkbox"/>	January 1, 2013	8:00AM	Emil V. Kolb Centre for Police Excellence
<input type="checkbox"/>	February 1, 2013	8:00AM	Emil V. Kolb Centre for Police Excellence

► Need Address/Driving Directions?

Save

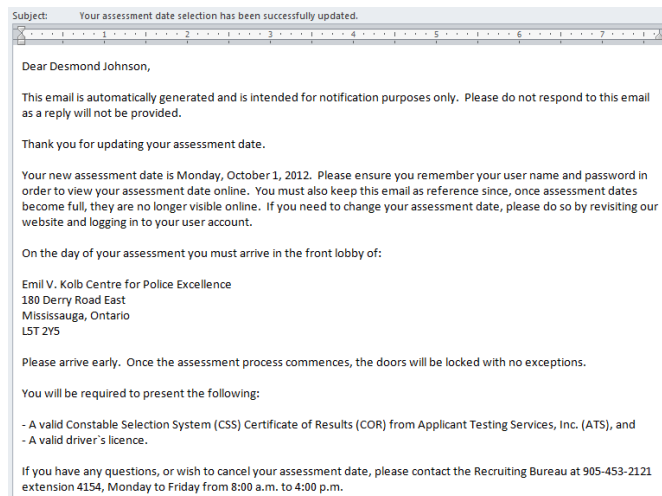
Result: a message is briefly displayed confirming the assessment date has been saved.

Continued on next page

Changing Your Assessment Date, Continued

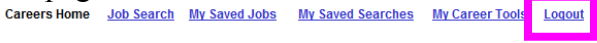
Step 4

Confirm that you received an email in your Inbox stating “*Your assessment date selection has been successfully updated*”.



Step 5

Use the following table to determine your next step:

If you want to ...	Then ...
view a job posting ...	proceed to the Viewing the Posting Details procedure.
apply to a job posting ...	proceed to the Completing and Submitting Your Application procedure.
update or change your profile information...	proceed to the Updating the My Profile Page procedure.
logout of your profile ...	click the Logout link at the top right corner of the page.  Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools Logout Careers Home Welcome Desmond Use the links below to review and/or update information that you provided as part of the application process.
log back in to your profile ...	proceed to the Logging in as Returning External Uniform Applicant procedure.

End of procedure.

Logging in as Returning External Uniform Applicant

Purpose The purpose of this section is to provide the steps to successfully log in as a returning external Uniform applicant.

Navigation On the **Police Officer / Uniform** home page, click the **Apply Now** link at the bottom of the left blue menu. The **Uniform Officer Online Application** page will open in a new window.

Quick reference procedure Follow these steps to log in as a returning external Uniform applicant.

Step	Action												
1	Go to the Login section of the Uniform Officer Online Application home page.												
2	Enter your login details in the following fields: <ul style="list-style-type: none">• User Name• Password												
3	Click on the Login button. Result: the Careers Home Welcome page is displayed.												
4	Use the following table to determine your next step: <table><tr><th>If you want to ...</th><th>Then ...</th></tr><tr><td>view a job posting ...</td><td>proceed to the Viewing the Posting Details procedure.</td></tr><tr><td>apply to a job posting ...</td><td>proceed to the Completing and Submitting Your Application procedure.</td></tr><tr><td>change your assessment date ...</td><td>proceed to the Changing Your Assessment Date procedure.</td></tr><tr><td>update or change your profile information...</td><td>proceed to the Updating the My Profile Page procedure.</td></tr><tr><td>logout of your profile ...</td><td>click the Logout link at the top right corner of the page.</td></tr></table>	If you want to ...	Then ...	view a job posting ...	proceed to the Viewing the Posting Details procedure.	apply to a job posting ...	proceed to the Completing and Submitting Your Application procedure.	change your assessment date ...	proceed to the Changing Your Assessment Date procedure.	update or change your profile information...	proceed to the Updating the My Profile Page procedure.	logout of your profile ...	click the Logout link at the top right corner of the page.
If you want to ...	Then ...												
view a job posting ...	proceed to the Viewing the Posting Details procedure.												
apply to a job posting ...	proceed to the Completing and Submitting Your Application procedure.												
change your assessment date ...	proceed to the Changing Your Assessment Date procedure.												
update or change your profile information...	proceed to the Updating the My Profile Page procedure.												
logout of your profile ...	click the Logout link at the top right corner of the page.												

Detailed procedure The following pages provide the detailed procedure for logging in as a returning external Uniform applicant, and include pictures of the online application.

Continued on next page

Logging in as Returning External Uniform Applicant, Continued

Step 1

Go to the **Login** section of the **Uniform Officer Online Application** home page.

Uniform Officer Online Application



Are you looking for a rewarding and challenging career serving your community?

We are now hiring for Police Constable and Cadet positions. Please use the links below to review the job postings and apply to either a Police Constable or Cadet position.

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

Upcoming Assessment Dates

The following assessment dates are now available to applicants.

- | | |
|---|-------------------|
| 1 | September 1, 2012 |
| 2 | October 1, 2012 |
| 3 | November 1, 2012 |
| 4 | December 1, 2012 |
| 5 | January 1, 2013 |

Login

User Name:
Password:

[Login Help](#) [Register Now](#)

Please select ONE of the following postings and apply

	Opened	Posting Title	Job ID	Department
<input type="checkbox"/>	08/01/2012	Cadet, 2nd Class	300736	Training Bureau
<input type="checkbox"/>	08/01/2012	Recruit Constable	300737	Training Bureau
<input type="checkbox"/>	08/01/2012	Recruit Constable	300738	Training Bureau

[Select All](#) [Deselect All](#)

Continued on next page

Logging in as Returning External Uniform Applicant, Continued

Step 2

Enter your **login** details in the following fields:

- User Name
- Password

Uniform Officer Online Application



Are you looking for a rewarding and challenging career serving your community?

We are now hiring for Police Constable and Cadet positions. Please use the links below to review the job postings and apply to either a Police Constable or Cadet position.

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

Upcoming Assessment Dates
The following assessment dates are now available to applicants.
1 September 1, 2012
2 October 1, 2012
3 November 1, 2012
4 December 1, 2012
5 January 1, 2013

Login
User Name: <input type="text" value="djohnson"/>
Password: <input type="password" value="....."/>
<input type="button" value="Login"/> Login Help Register Now

Step 3

Click on the **Login** button.

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

Upcoming Assessment Dates
The following assessment dates are now available to applicants.
1 September 1, 2012
2 October 1, 2012
3 November 1, 2012
4 December 1, 2012
5 January 1, 2013

Login
User Name: <input type="text" value="djohnson"/>
Password: <input type="password" value="....."/>
<input type="button" value="Login"/> Login Help Register Now

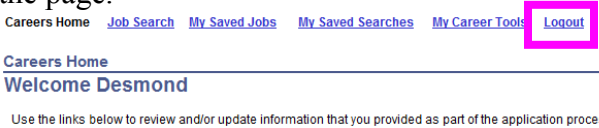
Result: the **Careers Home Welcome** page is displayed.

Continued on next page

Logging in as Returning External Uniform Applicant, Continued

Step 4

Use the following table to determine your next step:

If you want to ...	Then ...
view a job posting ...	proceed to the Viewing the Posting Details procedure.
apply to a job posting ...	proceed to the Completing and Submitting Your Application procedure.
change your assessment date ...	proceed to the Changing Your Assessment Date procedure.
update or change your profile information...	proceed to the Updating the My Profile Page procedure.
logout of your profile ...	<p>click the Logout link at the top right corner of the page.</p>  <p>The screenshot shows a navigation bar with links: Careers Home, Job Search, My Saved Jobs, My Saved Searches, My Career Tools, and Logout. The Logout link is highlighted with a pink rectangular box. Below the navigation bar, it says 'Careers Home' and 'Welcome Desmond'. At the bottom of the screenshot, a small note reads: 'Use the links below to review and/or update information that you provided as part of the application process.'</p>

End of procedure.
